

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 15 November 2023 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Ian Gordon (Chair), Julia Archer, Emily Fish & Matthew Miller-Hall

Clerk(s)

Parish Clerk (Christopher Read)

Anita Husz (Deputy Clerk)

Apologies

None.

Members of the public

None.

**F/23/172 – Public Questions Time [Please note that this is the only time that
the public are able to speak and is limited to 5 minutes per subject]**

None.

F/23/173 – Impact COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

**F/23/174 – To agree and sign the Minutes of the Meeting held on 18 October
2023**

The minutes of the previous meeting were then agreed as a true record of the meeting.

F/23/175 – Matters arising from the meeting held on 18 October 2023

None.

F/23/176 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration –

- GDPR E-learning course – It was agreed to book the course for both Clerks, at a cost of £30.00.

Recreation & Amenities (R&A) –

- Keyclamp to fill the gap at Eversley Park by the five bar gate – It was agreed to proceed with the installation of the keyclamp, at a cost of £429.22.

- Planting native shrubs along Lovedon Fields to improve boundary density –Deputy Clerk noted that this will cost approximately £240.00. It was agreed by all Councillors.
- Planting of 2 trees at Eversley Park play area – Deputy Clerk noted that this will cost approximately £1,320.00. It was agreed by all Councillors.
- Tree works on Parish Council land – Deputy Clerk noted that received 2 quotations.
 - Company A – £6,551.00
 - Company B - £7,350.00

It was agreed to accept the quotation from company B (Mulberry Tree Services).

Communications – None.

Grants –

- Jubilee Hall – A grant request had been received from the Jubilee Hall towards the cost of constructing an improved pedestrian access, lockable cycle racks and additional car parking. The amount requested was £2,000.00. The Clerk obtained more information on the works proposed. After discussion, it was agreed we are not able to provide a grant due to the available budget remaining.
- Wessex Cancer Support – A grant request had been received towards the cost of providing individual client journeys (personalised emotional and wellbeing support). The amount requested was £2,800.00. After discussion, it was agreed we are not able to provide a grant due to the available budget remaining.
- Victim Support – A grant request has been received from Victim Support. The amount requested was £150.00. After discussion, it was agreed by Councillors.

F/23/177 – To receive the statement of accounts and management reports for period ended 31 October 2023

The Clerk gave a presentation of the accounts for the month ending 31 October 2023 (see attached).

F/23/178 – To review the draft Forecast Outturn (2023/24) and budget (2024/25)

Members revised the draft Forecast Outturn and budget; no changes were made.

F/23/179 – To authorise the payment listing

Members reviewed and authorised all payments on the listing (see attached).

F/23/180 – Internal audit provision

The Clerk noted he had obtained a list of 5 local internal auditors from the Internal Audit form. It was agreed to obtain quotations from all.

F/23/181 – Parish Council play areas –

- Fire at Fraser Road play area – update including temporary fencing and quotations – It was agreed to keep the fencing.
- Eversley Park play area tender - update including tower installation – The Clerk gave an update.

F/23/182 – Potential additional community use for Kings Worthy Community

Centre

None.

F/23/183 – Remuneration & staffing

- Staff remuneration – potential additional benefits – None.
- Annual appraisals – these have been arranged for 21st November 2023.
- Annual cost of living salary increase – The Clerks were asked to leave the meeting. A proposal will be sent to the next meeting. The Clerks returned to the meeting.

F/23/184 – Tubbs Hall – landlord’s responsibilities

- Update on the fire doors at the entrance to Tubbs Hall – The Clerk gave an update. After discussion it was agreed that the fire door is not needed.
- Potential replacement automatic door closer – No update on meeting with THMC.
- Proposed new sub – update – No update on meeting with THMC.

F/23/185 – Potential change to accounting software

No update.

F/23/186 – Potential alternative email provider

This is to be discussed at the next Full council meeting.

F/23/187 – Legal issues

None.

F/23/188 – Items for inclusion in council communications

Victim Support grant.

F/23/189 – Responsible Finance Officer / Clerk’s Notices

None.

F/23/190 – Chairman’s Notices

None.

F/23/191 – Date of the December meeting

None.

F/23/192 – Items for discussion at the next meeting to be agreed

None.

Meeting Closed at: 20:43

Signed:

Date:

Management Accounts for the period ending 31st October 2023

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31					
Finance, Administration & Remuneration	£184,096.44					
Kings Worthy Community Centre	£7,930.97					
Planning & Highways	£0.00					
Recreation & Amenities	£7,633.65					
Totals:	£209,168.37					

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38					
Finance, Administration & Remuneration	£107,921.03					
Kings Worthy Community Centre	£11,120.16					
Planning & Highways	£11,070.00					
Recreation & Amenities	£94,196.54					
Totals:	£307,755.10					

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date		
Actual Year to Date Position	-£98,586.74					

Memorandum Position - (Excluding CIL income, CIL expenditure, play area spend)

Memorandum Year to Date Position:	-£6,269.15					
--	-------------------	--	--	--	--	--

Balance Sheet for period ending 31st October 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	
Unity Trust Tailored Deposit Account - 2.75% AER	
Sub-Total:	£194,085.19
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice) – 3.1% AER	
Sub-Total:	£85,000.00
<u>Other</u>	
B4B Procurement Card Debtors	
Prepayments	
Sub-Total:	£338.46
Total Current Assets:	£279,423.65
Current Liabilities	
Trade Creditors	
Received on Account (inc. Precept)	
PAYE Payments Due	
NI Payments Due	
Pension Payments Due	
VAT to be Paid	
VAT to be Reclaimed	
VAT that has been Reclaimed but not received	
Total Current Liabilities:	
Current Assets Minus Liabilities:	
Earmarked Funds in Reserve	
Play area maintenance reserve	
CIL Reserve	
Total Current Reserves:	£43,839.47
Net Assets	
General Reserves (inc. £24,727.65 for tree works)	
Profit & Loss Year to Date	
Total Net Assets:	£132,174.75

Payment Authorisation Listing – November 2023

Committees:

FAR = Finance, Administration & Remuneration

FAR (KWCC) = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

Payments previously authorised on the bank (paid to meet payment deadlines)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
26/10/2023	R&A	J9 Ltd T/A Barriers Direct	SUNDERLAND FERROCAST BOLLARD	Capital Projects (R&A)	£282.32	£0.00
05/10/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
Total:					£5,082.12	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
22/10/2023	FAR	Amazon EU S.à r.l., UK Branch	Abus combination padlock	Miscellaneous Expenditure	£42.05	£0.00
23/10/2023	FAR	Amazon EU S.à r.l., UK Branch	Draper Redline Foot Pump	Miscellaneous Expenditure	£10.50	£0.00
23/10/2023	P&H	Hampshire County Council	Provision of six ground sockets for Parish Council's speed indicator device	CIL Projects (P&H)	£3,600.00	£0.00

26/10/2023	P&H	Hampshire County Council	Streetlighting (01/04/2023 - 30/09/2023)	Street Lighting	£4,161.46	£0.00
30/10/2023	R&A	Glasdon U.K. Limited	Topsy 2000 bin including delivery	Litter Pickers & Bins	£291.98	£0.00
30/10/2023	R&A	Green Smile Ltd	Removal of green waste created by the lengthsman	Open Spaces Maintenance	£42.00	£0.00
31/10/2023	FAR	Surrey Hill Solicitors	General legal advice including initial advice on s106 Agreement for Lovedon Fields, reviewing contract for playground equipment and providing advice on the same	Legal and Professional Fees	£924.00	£0.00
01/11/2023	R&A	Green Smile Ltd	Supplying and laying bark at Eversley park. Bark spread by the drop down to the dog walk area, between the football pitches by Hinton House and by the vehicle entrance to the bottom field.	Contract Maintenance	£228.00	£0.00
03/11/2023	FAR	Tubbs Hall Management Committee	Hire of hall for Parish Council meeting (30th October 2023)	Miscellaneous Expenditure	£25.00	£0.00
07/11/2023	R&A	Plane Arboriculture Ltd	Site meeting attended on 03/11/2023	Playground Maintenance	£160.00	£0.00
07/11/2023	R&A	Sovereign Design Play Systems Limited	Repairs to Fryers Close play area (replacement timbers)	Playground Maintenance	£649.72	£0.00
07/11/2023	FAR	Konica Minolta Business Solutions UK Ltd	Copier rental 07.11.2023 until 06.02.2024	Printing	£76.07	£0.00
11/11/2023	FAR	EK WHOLESALe Ltd	High Visibility Safety Security Reflective Protective Waterproof Workwear Bomber Jackets	Miscellaneous Expenditure	£59.90	£0.00

12/11/2023	FAR	Amazon EU S.à r.l., UK Branch	Regatta Mens Pack It Outdoor Waterproof Over Trousers & Post-It notes	Miscellaneous Expenditure / Office Stationery	£24.25	£0.00
12/11/2023	FAR	Europapa Handels GmbH	20x FFP2 Black Mask Respirator	Miscellaneous Expenditure	£7.98	£1.33
13/11/2023	FAR	Society of Local Council Clerks	Annual membership subscription for the Clerk	Subscriptions	£288.00	£0.00
13/11/2023	FAR	Brookes UK Ltd	Regatta Womens Pack It Waterproof Over Trousers	Miscellaneous Expenditure	£15.46	£0.00
15/11/2023	FAR	Amazon EU S.à r.l., UK Branch	Portwest S463 Waterproof Comfort Hi-Vis Winter Bomber Jacket	Miscellaneous Expenditure	£35.14	£0.00
Total:					£10,641.51	£1.33

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/10/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£20.00	£0.00
16/10/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£183.07	£0.00
17/10/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/10/2023	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£76.56	£0.00
18/10/2023	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas (01/07/2023 - 31/07/2023)	Electricity & Gas - Tubbs Hall	£210.12	£0.00
31/10/2023	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£8.32	£0.00
Total:					£531.67	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/10/2023	FAR	Parish Council employees	October salaries, National Insurance, PAYE and Pensions (including bonus)	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,127.76	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/10/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
13/10/2023	FAR	We Love Keys c/o 1st Metropolitan Locksmiths Ltd	Camlock tubular key for bollard (including shipping)	Miscellaneous Expenditure	£41.28	£0.00
15/10/2023		Dropbox International	Dropbox plus subscription (14/10/2023 - 14/11/2023)	Computer Software	£9.99	£1.66
20/10/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£18.96	£0.00
22/10/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
31/10/2023	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Miscellaneous Expenditure	£1.81	£0.00
Total:					£84.04	£1.66